

	Role Profile
Job Title	Payroll Administrator

Salary range	Point 22
Contract	Perm
Main location	Portland College
Hours and basis	Part Time
Reports to	Payroll Manager /Finance Manager
Date of issue	20/08/2025

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 300 learners and citizens and over 600 staff. The role supports the overall finance team in delivering a comprehensive provision of financial and payroll service.

What you will be doing

Payroll Administrator

- Responsibility for the accurate input, calculation and payment of all data relating to staff payments and deductions for payroll.
- Responsible for the correct application of the college maternity, paternity, and sickness absence management procedure.
- To collate and maintain all information relating to payroll in accordance with statutory requirements.
- Responsible for pension calculation, reporting and submissions.
- Communicate and liaise with external payroll provider to maintain system integrity and functionality.
- Ensuring personal information records held are compliant with GDPR requirements, including ensuring information is used appropriately.
- Implement all authorised and planned changes to payroll processes and systems as identified.
- Responsible for prompt attention to all queries with regard to payroll from internal and external sources.
- Administrator for the payroll system.
- Maintain relevant departmental user guides.

Finance Team

- Depending on experience: Provide support across the Finance team during periods of absence to ensure all areas of finance are covered and maintained, including Accounts Payable, Accounts Receivable and cash office.

Key results we want to see from this role (Direction and Pressure of Work)

- Deliver monthly payroll information on an accurate and timely basis.
- Ensure all external reporting, payments and statutory requirements are completed in necessary timescales.

Dimensions of the role (Managerial & supervisory and accountability)

- Work as a member of the finance team, circa. 9 members, with direct Line Management from the Payroll Manager, and supervision from the Finance Operations Manager.

Key work relationships

- Liaise with all levels of staff at the College as part of day to day duties as tasks are performed
- Potential to interact with Learners and citizens as part of everyday tasks.

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- External liaison with suppliers, customers, bank, audit and other professional bodies as required.

Working Environment and working patterns

Office based Monday to Friday, during office hours

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.